



City of Gautier
Human Resources Department
3330 Highway 90
P.O. Box 670
Gautier, MS 39553
(P) 228.497.2539 / (F) 228.497.9984
Email: vbarnett@gautier-ms.gov
Website: www.gautier-ms.gov



EMPLOYMENT APPLICATION PROCESS

DEPUTY FIRE CHIEF/FIRE MARSHALL

All persons interested in employment with the City of Gautier must have a current application on file with the Human Resources Department and shall remain on file for one (1) year. It is your responsibility to keep your application up to date with your most recent address, phone number, or employment information.

Instructions:

- Please type or legibly print your application in blue or black ink only.
- List the position to which you are applying for.
- Complete and sign all sections on your application. It is imperative that you take your time and fill application completely; and attain and submit all required documents. An incomplete application **WILL NOT** be processed.
- Employment applications and specified documents must be returned to the Office of Human Resources between 7:30 a.m. and 5:00 p.m., Monday through Thursday and 8:00 a.m. – 12:00 noon, Friday to:

City of Gautier
Attn: Office of Human Resources
3330 Hwy 90
Gautier, MS 39553
Phone: (228) 497-2539
Fax: (228) 497-9984
Email: vbarnett@gautier-ms.gov

INTERNAL APPLICANTS: Applicant **MUST** be sure to include a resume and verify that proof of required education and certification and training documents are in the official personnel file or must be submitted with the application packet for eligibility determination.

EXTERNAL APPLICANTS: Applicant **MUST** submit proof of training and/or education in a related field (transcripts are acceptable); If you are registered to vote outside of the State of Mississippi, please attach proof of voter registration with your application.

DEADLINE FOR APPLICATIONS AND DOCUMENTS: July 8, 2013 by 5:00 PM

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.



Post Date: June 6, 2013
Removal Date: July 8, 2013

CITY OF GAUTIER VACANCY ANNOUNCEMENT

POSITION: Deputy Fire Chief / Fire Marshall
DEPARTMENT: Fire Department
HOURS: 40 Hours per week
SALARY RANGE: Schedule 2080 (Grade 15) \$37,128.00 - \$61,710.78

SUMMARY: This is highly responsible administrative, supervisory, and technical work in performing Fire Prevention Education, Fire Inspections, Fire Investigations, and acting as Fire Chief in the absence of the Fire Chief.

The incumbent makes administrative and operational decisions pertaining to Fire Prevention, Fire Inspections, and Fire Investigations. The Fire Marshall will also assist in firefighting operations, as well as administrative duties assigned by the Chief. Duties involve making recommendations on policy development and providing guidance in enforcement of laws, codes, and ordinances. Considerable initiative and independence of action is required in the position. This position requires integrity and confidentiality because of the nature of investigations and personnel records for which this position will be responsible for and have access to. Incumbent works under the supervision of the Fire Chief, and work is reviewed through conferences and written and oral reports in which accomplishment of desired results and established objectives are the focuses.

(The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.)

- Computer proficiency in MS Word and MS Excel is required.
- Thorough knowledge of laws, rules and regulations relating to fire control and prevention
- Ability to maintain discipline and the respect of subordinates, to lead and command personnel effectively, and to instruct them in proper work methods and techniques and in the use of fire apparatus and equipment.
- Ability to plan, initiate and carry out long term programs in Fire Department administration, employee training and fire prevention.
- Ability to plan, assign and coordinate activities performed by a large group of employees in varied firefighting work.
- Ability to understand written or oral instructions; read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential.
- Excellent communication skills are required to effectively present information in a one-on-one and small group setting.
- Strong interpersonal skills are essential to maintain effective working relationships with others.
- The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential.
- Must have demonstrated, through prior work experience, the ability to identify and resolve complex issues or problems, in a professional manner, while adhering to an appropriate policy and procedure.

(See full job description attached.)

INTERNAL APPLICANTS: Please contact Veneice A. Barnett, HR Generalist at (228) 497-2539 or send an email to: vbarnett@gautier-ms.gov.

EXTERNAL APPLICANTS: Apply at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553 or visit us online at www.gautier-ms.gov for additional information on how to apply.



DEPUTY FIRE CHIEF/FIRE MARSHALL

Department:	Fire Department	Pay Grade:	15 (Schedule 2080)
Reports To:	Fire Chief	Exempt (Y/N):	Y
Competitive (Y/N):	N		

SUMMARY:

This is highly responsible administrative, supervisory, and technical work in performing Fire Prevention Education, Fire Inspections, Fire Investigations, and acting as Fire Chief in the absence of the Fire Chief.

The incumbent makes administrative and operational decisions pertaining to Fire Prevention, Fire Inspections, and Fire Investigations. The Fire Marshall will also assist in firefighting operations, as well as administrative duties assigned by the Chief. Duties involve making recommendations on policy development and providing guidance in enforcement of laws, codes, and ordinances. Considerable initiative and independence of action is required in the position. This position requires integrity and confidentiality because of the nature of investigations and personnel records for which this position will be responsible for and have access to. Incumbent works under the supervision of the Fire Chief, and work is reviewed through conferences and written and oral reports in which accomplishment of desired results and established objectives are the focuses.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Performs inspections of commercial buildings to identify fire hazards, and develop fire suppression plans.
- Responds to structure fires to investigate cause and origin as needed; assists in firefighting as needed by Incident Commander. In absence of the Fire Chief, evaluates situation and, if necessary, takes command of fire suppression or other emergency activities.
- Performs the duties of Fire Marshall in accordance with current International Fire Code and other related codes, as adopted by the City.
- Makes recommendations for training schedules.
- Develops and routinely updates fire prevention programs with an emphasis on education of youth through the school system programs.
- Confers with the Fire Chief on major policies; attends conferences and meetings; attends staff meetings.
- Performs other duties as assigned by Fire Chief.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.)

- Extensive knowledge of the principles, practices, procedures, and equipment used in modern firefighting, prevention, rescue operations, and fire personnel training.
- Extensive knowledge of the municipal fire laws, and City and department policies, procedures, and regulations.
- Knowledge of department and City rules and regulations; location of streets, fire hydrants, buildings, and general geography of the City of Gautier's fire service area.
- Knowledge of occupational hazards involved in the work and the safety precautions for safe performance of the job.
- Extensive knowledge of the duties and responsibilities of the Fire Marshall contained in the Standard Fire Prevention Code, as adopted by the City.

- Ability to act quickly, effectively, and calmly in emergency situations; to supervise firefighting activities; to evaluate fires, recognize dangerous situations, and use sound judgment in handling them.
- Ability to understand written and oral instructions; read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential.
- Ability to establish and maintain effective working relations; to express ideas clearly and concisely, orally and in writing, to groups and individuals.
- Must have demonstrated, through prior work experience, the ability to identify and resolve complex issues or problems, in a professional and courteous manner, while adhering to an appropriate policy and procedure.
- Computer proficiency in MS Word and MS Excel is required.
- Must maintain a valid Mississippi vehicle operator's license.

SUPERVISORY RESPONSIBILITIES:

This position directly supervises all Fire Department personnel on a daily basis and reports directly to the Fire Chief.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the Fire Chief encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the necessary functions.

This position requires the use of hands to finger, handle, or feel objects, tools, or controls; talk, hear, taste, and/or smell; lift and move up to 100 pounds; is frequently required to stand, walk, sit, and reach with hands and arms; and is occasionally required to climb, balance, stoop, kneel, crouch or crawl; and lift and/or move in excess of 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Completion of five (5) years' service in a Fire Department with a minimum of two (2) years as a Lieutenant or higher position and a satisfactory performance evaluation by supervisor.

PREFERRED EDUCATION AND EXPERIENCE:

Graduation from a high school or acceptable equivalent, supplemented by courses in fire science, fire technology, building construction, fire protection, fire protection engineering, fire suppression, and fire investigations. Certification through International Building Codes Congress International at Fire Inspector Level I and II. Certification through MS Fire Investigators Association and the International Association of Fire Investigators as Certified Fire Investigator.

TOOLS AND EQUIPMENT USED:

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, cell phone, and personal computer.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

City of Gautier
Screening Schedule

DEPUTY FIRE CHIEF / FIRE MARSHALL

Advertise	June 6, 2013 – July 8, 2013
Post	June 6, 2013
Cut-Off Date	July 8, 2013
Eligibility List Compiled	July 10, 2013
Applicant to Call (228) 497-2539 after 2:00 p.m. for Eligibility Determination	
Interviews	To be scheduled at a later date

CITY OF GAUTIER

3330 Hwy 90* GAUTIER, MISSISSIPPI * 39553-5124 * TEL: 228-497-8000 * FAX: 228-497-8028

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status.

PLEASE PRINT OR TYPE * PROVIDE ALL INFORMATION REQUESTED

Position Applied For (list only ONE per application)		Date of Application	
Last Name	First Name	Middle Name	
HOME ADDRESS: (STREET, CITY, STATE, ZIPCODE)			
Daytime Phone #: _____		Evening Phone #: _____	
Email (if checked daily):			
Have you ever been employed with us before? <input type="checkbox"/> NO <input type="checkbox"/> YES DATES:			
Are you eligible to work in the United States? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Are you registered to vote in the county in which you reside? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Do you have a valid driver's license? <input type="checkbox"/> NO <input type="checkbox"/> YES		License #:	State:
Commercial –Class:			
Are you employed now? <input type="checkbox"/> NO <input type="checkbox"/> YES Date available for work:			
Have you been convicted of a felony within the last seven (7) years? <input type="checkbox"/> NO <input type="checkbox"/> YES (Conviction will not necessarily disqualify an applicant from employment)			
If Yes, please explain.			
Have you ever had any job-related training in the United States military? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If Yes, please describe.			
Do you have any relatives currently employed with the City of Gautier? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If yes, please give name(s) and relationship(s).			

EDUCATION If you have a GED, please note last year of high school completed and date GED acquired. You will be asked to provide diplomas, certificates, and/or official transcripts to document education and training.

School	Address	Course of Study	Diploma/Certification
Describe any specialized training, apprenticeship, extracurricular activities and honors received			

EMPLOYMENT EXPERIENCE Please begin with your present or last job. Include all employment history and any job-related military service assignments and volunteer activities. An additional sheet will be provided upon request. Resumes may be attached

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
5.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					

Please list any additional skills or qualifications that relate to your ability to perform the job for which you have applied such as licenses, software proficiency, professional types of machinery or equipment you operate, etc.

REFERENCES (Do not include relatives)

Name	Address	Phone Number	Occupation

I certify that all foregoing statements are complete, true and correct, and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application unfavorably. I understand that this employment application is not an employment contract. I understand that misrepresentation or omission of fact within this application is cause for rejection of said application, or termination, if discovered after I am hired.

I hereby authorize the City to investigate all statements contained in this application. I hereby authorize all previous employers, references, persons or entities that the City of Gautier may contact to furnish information concerning my personal character or employment records, and I release them from any and all liabilities or damages incurred as a result of furnishing this information.

I agree to submit to pre-employment drug testing and understand if hired I may be subject to future drug testing pursuant to the written policies of the City of Gautier. I understand and agree to a pre-employment review of my motor vehicle record; and if I am employed and operate City vehicles or similar equipment, to a periodic review of my motor vehicle record. I agree to conform to the rules and regulations of the City of Gautier.

I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an *at will* nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time without cause or notice. It is further understood that this *at will* employment relationship may not be changed by any written document or by conduct. I understand that if I am offered and accept a job, the City of Gautier reserves and retains the right to make changes in the terms and conditions of my employment as the City of Gautier determines to be necessary or appropriate.

I hereby understand and acknowledge that this application shall remain valid for consideration for a period of twelve weeks from the date of this application. In the event I have not been contacted prior to expiration of the stated period, it will be necessary for me to submit a new application for consideration.

I hereby acknowledge that I have read the foregoing and understand the same.

Signature of Applicant: _____ Date: _____

Screening Schedule Received _____

Application Received _____ Date/Time _____



City of Gautier
Office of Human Resources
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VERIFICATION OF PREVIOUS SUPERVISORY WORK EXPERIENCE

DATE: _____ POSITION APPLIED FOR: _____
TO: _____ FROM: _____
COMPANY: _____ (Applicant Name)
ADDRESS: _____ PREVIOUS NAME: _____
(If applicable) _____

I have been requested to furnish verification of my service while in your employment. Please complete the section below and mail directly to the City of Gautier.

Applicant Signature

Social Security Number

Date(s) of employment

Note to Previous Employer: Please complete the information requested below and mail directly or fax to:

City of Gautier
Office of Human Resources
3330 Highway 90
Gautier, MS 39553
Fax: (228) 497-9984

Date of Employment: _____

Last Date of Employment: _____

Please list below all positions held by the applicant while in your employment. If more space is needed please attach additional documentation.

Employee's Position/Title	Briefly describe duties of position	Date employee began position	Date employee ended position	Indicate if Full-Time or Part-Time Status

Completed by: _____ Title: _____

Signature: _____ Date Completed: _____